

PART 2048 - POSITION CLASSIFICATION

Subpart G - Position Review and Reporting Requirements

§2048.301 General.

This subpart describes the procedures to be used in the Annual Classification Maintenance Review Program of position descriptions.

§2048.302 Review procedures.

(a) Position description review.

(1) The supervisor is responsible for the review of position descriptions for every permanent position under his or her jurisdiction. Positions are to be reviewed as to the currency and accuracy of the position description and proper title. This should be made part of the annual performance review. Positions are to be given a classification review at least once during a four-year cycle.

(2) The supervisor of a vacant position will certify the accuracy of the position when the request is made for the position to be filled. If recertification is necessary, it is to be made on Form AD-332, "Position Description Cover Sheet," and submitted with Standard Form 52, "Request for Personnel Action."

(b) Certification follow-up.

(1) If a position description is reported as inaccurate, the Administrative Officer (AO) or the Personnel Management Specialist (PMS) will start a follow-up review. Information for the follow-up review can be obtained from the supervisor, by a classification maintenance review, or from employee or supervisory written statements of present duties assignments.

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Personnel  
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RD Instruction 2048-G  
§2048.302(b) (Con.)

(2) The AO or PMS will start any necessary corrective classification action within 30 days of the follow-up review. All questions on standard position descriptions and special problems are to be sent to the National Office.

§2048.303 Audit procedures.

The AO or PMS is responsible for assuring that the annual classification audit program is conducted. Audits can be performed as desk audits, telephone audits, or document audits. A combination of these methods should be used; however, it is recommended that at least one half of the audits conducted each year be performed as desk audits.

(a) Annual classification review. The AO or PMS responsible for annual classification audits will make them during the reporting period which ends June 30 of each year. An audit of ten percent of the permanent nonstandard positions in each employment jurisdiction must be made every year. The National Office is responsible for the accuracy of all standard jobs in the State, District, County, or National Office. The Finance Office is responsible for the accuracy of all standard jobs under their jurisdiction.

(b) Classification evaluation report.

(1) A position evaluation report is prepared by the AO or PMS upon completion of the maintenance review. Form AD-332 is to be completed for each position evaluation. The method used to complete the audit must be indicated in item 22, Part C of Form AD-332.

(2) Use RD Instruction 2048-C, §2048.103 for completing actions of maintenance review recommendations for classification or position description changes for nonstandard positions. If a change in a standard position description is needed and applies to all standard positions with the same "SJ" number, send recommendation to the National Office, Personnel Division, Attention: Personnel Programs and Evaluation Branch in the form of a memorandum.

## §2048.303(b) (Con.)

(3) A copy of the evaluation must be kept with the position description. All reports for the current fiscal year are to be filed together in a folder. Evaluations reports for all past reporting periods can be put into another folder by position number. If a position is abolished, destroy the evaluation for that position. Keep only evaluation reports for existing positions. (Evaluations in the folder for the present fiscal year will not be destroyed if a position is abolished. They are included in the Fiscal Year Report and are then destroyed.)

(4) If a position is to be audited again, the first evaluation report will be reviewed. If findings on the new audit are the same as the first, keep the old evaluation and background materials with the new audit.

§2048.304 - 2048.350 [Reserved]

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